

Texas Department of State Health Services



This ITEAMS program (TBVDOT) is for the video-based directly observed therapy (VDOT), a supportive intervention for TB medication administration and assessment.

- ➤ ITEAMS is a continuing cycle. You cannot perform one function without completing the other transactions.
 - Place Order (Bulk Order Tab)
 - Receive Order (Receiving Tab)
 Bulk Orders will add TBVDOT items to your inventory
 - Record Usage
 - a. Doses Administered (product given at your facility)
 - b. Transfer Orders (product transferred to another facility)
 - c. Wasted/Expired (items unusable)
 - Reconcile Inventory (MUST BE DONE EVERY 30 DAYS)
 - o TB (Provider C-33)

➤ Information to be included in the "Spec. Instr." box are:

- Quantity of pills per bottle, i.e. "QTY 14"
- Patient ID# i.e. "Patient ID# 987654"
- Rx label instructions (Sig), i.e. "Take 2 tablets daily"
- When submitting orders, include your full <u>First and Last Name</u>. If there are questions on an order, it will be easier to find the person that submitted it.
- Contact the Pharmacy Branch immediately once you determine a mistake has been made. Pharmacy is quick on processing orders.

(512) 776-7500 or ITEAMS.PharmacyHelpdesk@dshs.texas.gov

TB Video DOT orders are requested under the "BULK ORDER" screen.

TBVDOT orders require a Patient ID# included when submitting the order.

- To generate a new Patient ID#, Go to the Packet Order screen, click on the box next to "Generate Patient ID" and ITEAMS will generate a number.
- For recording purposes, please keep track of your Patient ID#s to use on all subsequent orders.
- Then go to the Place Order, Bulk Order



Items available for TBVDOT:

AVELOX TAB 400MG MOXIFLOXACIN TAB 400MG AZITHROMYCIN 250MG MYCOBUTIN CAP 150MG **CLARITHROMYCIN TAB 500MG** PRIFTIN TAB 150MG CYCLOSERINE CAP 250MG PYRAZINAMIDE TAB 500MG ETHAMBUTOL TAB 100MG **PYRIDOXINE TAB 25MG** ETHAMBUTOL TAB 400MG 100 **PYRIDOXINE TAB 50MG ISONIAZID TAB 100MG RIFAMPIN CAP 150MG ISONIAZID TAB 300MG RIFAMPIN CAP 300MG** LEVOFLOXACIN TAB 250MG SULFAMETHOXAZOLE/TR 800 LEVOFLOXACIN TAB 500MG TRECATOR TAB 250MG LEVOFLOXACIN TAB 750MG ZYVOX TAB 600MG 20

^{**}Please note, for additional medications not listed on the formulary ordering screen, contact the Pharmacy Branch**

When requesting TBVDOT under "<u>Bulk Order</u>", quantities entered in the Pharmacy Ship Quantity (each) box should be as each pill. Include the following information in the "Spec. Instr." box.

- QTY
- Patient ID#
- Rx label Instructions (sig)

BULK ORDER DET	AIL							
Item ID	Item Description	Unit Qty	UOM	Original Quantity Requested	Suggested Quantity	Pharmacy Ship Quantity (each)	Quantity Units Ordered	Special Instruc
68850000401TBVDOT	ETHAMBUTOL TAB 100MG 100	100	TAB	0.0	0	14	0.14	QTY14 Patient ID# 987654 Take 2 tablets daily
68084028001TBVDOT	ETHAMBUTOL TAB 400MG 100	100	TAB	0.0	0		0.00	
67253066010TBVDOT	PYRAZINAMIDE TAB 500MG 100	100	TAB	0.0	0	14	0.14	QTY14 Patient ID# 987654 Take 2 tablets daily
65862053820TBVDOT	LEVOFLOXACIN TAB 750MG 20	20	TAB	0.0	0	14	0.70	QTY14 Patient ID# 987654 Take 2 tablets daily

Special Instructions box: Include the following information.

- Quantity of pills per bottle, i.e. "QTY 14"
- Patient ID# i.e. "Patient ID# 987654"
- Rx label instructions (Sig), i.e. "Take 2 tablets daily"



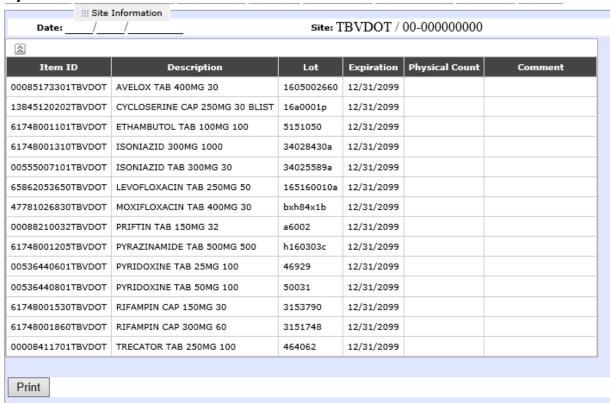
If you immediately realize that you have made an error, there is a chance you can correct it. From Bulk Order, click on Filter, Enter Order# in box, click Go. The order will show up, click on the line order and ITEAMS will take you to the ordering screen. If the order is editable you can edit. If it is grayed out, you will have to call the pharmacy. With a Bulk Order, you can only change the quantity of a dug line item. You cannot add a drug or delete it. You will have to call the pharmacy.

RECONCILIATION

Reconcile inventory at least every 30-days. ITEAMS will keep track of the last reconcile date and will direct you to reconcile if you are over the 30-day time frame and attempting to place a Bulk Order. Prior to reconciling, all other transactions (Receiving, Doses Administered, Transfer Orders, Wasted/Expired) must be completed before entering the physical counts on the C-33 form.

Conduct an inventory of your drugs. Print the Tally Sheet under the Inventory Tab. Follow the items according to the list and check it against your physical inventory on your shelf. Any items that are on your shelf will need to be added into inventory by using the "Add Line" button on the receiving tab.

Tally Sheet



Once Transactions are completed, the Physical Count column on the C-33 form should match the on hand counts of drugs on your shelves.

Provider C-33

NEVER LEAVE THE PHYSICAL COUNT BOXES BLANK, once saving it ITEAMS will record it as Zero and delete the line item from your inventory. If for whatever reason the Physical Count is different from the Automated Total Amount, this amount is the difference of both totals and is considered as an Adjustment. You will then need to select a Reason for Adjustment from the drop down list. Then enter your full name and click on save.

Inventory Reconciliation

- 1. This page shows all activity since the last time you reconciled your inventory. Note the "Last Ran" date.
- 2. Complete all other transactions (Receiving, Transfers, Wasted/Expired, Doses Administered up to today) before entering your Physical Count.
- 3. In the Physical Count column, enter the number on-hand for each Item ID and lot.
- 4. If your physical count does not match the Automated Total Doses quantity, make sure that all orders have been received and all items that were distributed, transfered, wasted, or expired have been recorded. Return to and update those pages as needed.
- 5. If, after careful review, there is still a discrepancy between your on-hand count and the system count, enter the reason for the adjustment using the drop-down menu. The need for this should be minimal.
- 6. When all lines match or have been reconciled, enter your name and hit save at the bottom.

Effective immediately! When a user clicks SAVE on their Inventory: Provider C-33 screen all Items/lots with a zero balance will be removed!

However, there are risks with this implementation. For example, if you do not follow the steps in the correct order in the web portal, you can delete items you need to record doses, complete transfers, or record wasted/expired. It is critical the user conduct the steps in the web portal exactly as outlined.

Item Description	Item ID	Lot	Expiration	Expiration Alert	Automated Total Amount	Physical Count	Math Error	Adjustment	Reason for Adjustment
AVELOX TAB 400MG 30	00085173301TBVDOT	1605002660	12/31/2099		18	18	0	0	v
CYCLOSERINE CAP 250MG 30 BLIST	13845120202TBVDOT	16a0001p	12/31/2099		8	2	-6	6	Accounting Problem-Cause Unknown
ETHAMBUTOL TAB 100MG 100	61748001101TBVDOT	5151050	12/31/2099		14	14	0	0	V
ISONIAZID 300MG 1000	61748001310TBVDOT	34028430a	12/31/2099		14	14	0	0	V
ISONIAZID TAB 300MG 30	00555007101TBVDOT	34025589a	12/31/2099		18		18	-18	V 3

SUMMARY OF RECONCILIATION

Step 1: Complete Appropriate transactions.

Receiving, Transfers, Wasted/Expired, Doses Administered

Step 2: Print out the Talley Sheet and inventory drugs on shelves

Step 3: Input Physical Counts onto Provider C-33 form

Doses Administered

Doses Administered are meds given to patients at your facility. You can record it daily, weekly, monthly. You will have to keep a tally of what has been given out. Upon recording, ITEAMS will deduct the amounts from inventory. Enter amounts in Units Distributed box in eaches, select a comment from the drop down list, enter full name in Entered By box, click save. This also will deduct from inventory.

UNITS DISTRIBUTED DATA ENTRY

- Pay close attention to the Date Range on this screen.
- 2. Record your Units Distributed under the Quantity column.
- Enter your name and click Save at the bottom.

Units Distributed for date range below:

From Date: 06/01/2017 To Date: 06/30/2017

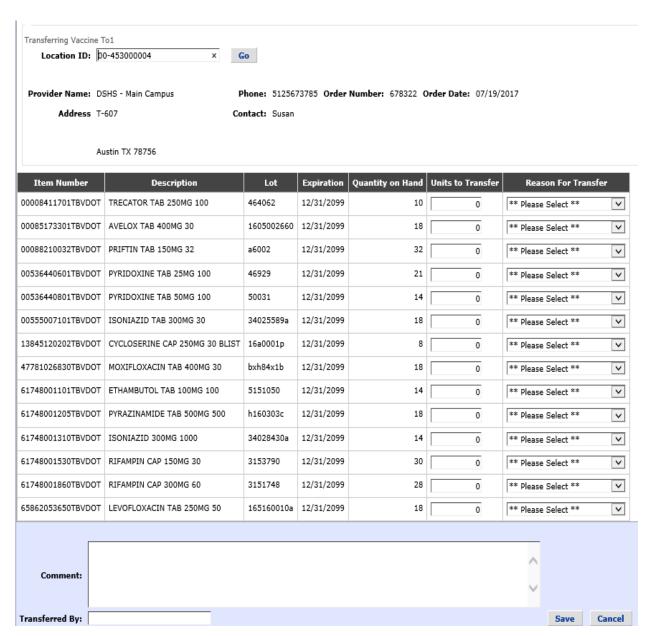
Description	Item ID	Lot	Expiration	Comment
AVELOX TAB 400MG 30	00085173301TBVDOT	1605002660	12/31/2099	~
CYCLOSERINE CAP 250MG 30 BLIST	13845120202TBVDOT	16a0001p	12/31/2099	~
ETHAMBUTOL TAB 100MG 100	61748001101TBVDOT	5151050	12/31/2099	~
ISONIAZID TAB 300MG 30	00555007101TBVDOT	34025589a	12/31/2099	<u></u>
LEVOFLOXACIN TAB 250MG 50	65862053650TBVDOT	165160010a	12/31/2099	~
MOXIFLOXACIN TAB 400MG 30	47781026830TBVDOT	bxh84x1b	12/31/2099	
PRIFTIN TAB 150MG 32	00088210032TBVDOT	a6002	12/31/2099	~
PYRAZINAMIDE TAB 500MG 500	61748001205TBVDOT	h160303c	12/31/2099	~
PYRIDOXINE TAB 25MG 100	00536440601TBVDOT	46929	12/31/2099	~
PYRIDOXINE TAB 50MG 100	00536440801TBVDOT	50031	12/31/2099	~
RIFAMPIN CAP 150MG 30	61748001530TBVDOT	3153790	12/31/2099	~
RIFAMPIN CAP 300MG 60	61748001860TBVDOT	3151748	12/31/2099	~
TRECATOR TAB 250MG 100	00008411701TBVDOT	464062	12/31/2099	

Entered by:	Edith Lomax	
Save		

Transfer Order

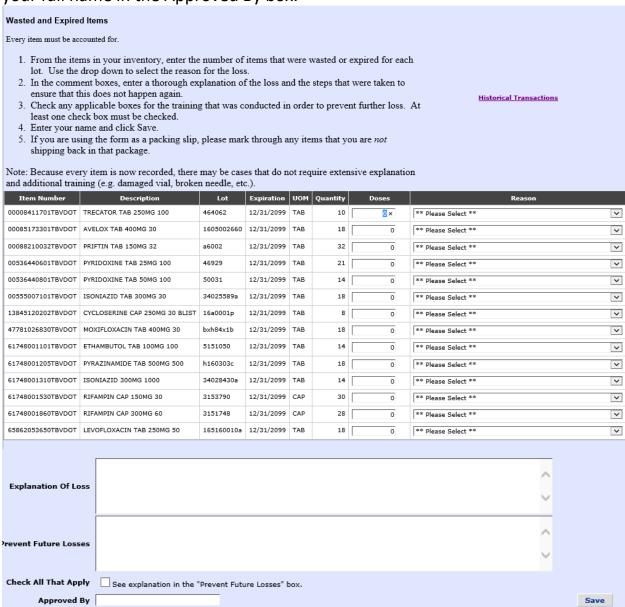
Transfer order is when meds are transferred to another facility. You will need to know the facility's Location Code/ID. Enter it in Location ID box, click go. ITEAMS will populate your site's inventory. Input Units to Transfer (eaches) and select a Reason for Transfer from the drop down list. Comment in box if needed, Type in full name in Transferred By box, click save. This will generate an order# and will appear at the other site to Receive in ITEAMS.

Why Transfer? Ex: if your facility has too much of a particular medication or a soon-to-expire medication and you would like to transfer to another site in your region who can use these medications. Make sure to communicate with the facility to ensure they are aware of the transfer and is transferred properly.



Wasted/Expired

Wasted/Expired is to record items that have been wasted or expired. Input the amount in the Doses box, select a reason from the drop down list, provide an explanation of loss and a prevent future losses explanation, Check the box, add your full name in the Approved By box.



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Receiving

Bulk orders will add items to your inventory.

Receiving Tab, select an order# from the drop down list. Verify all information is correct (Item, Lot#, Exp Date, Quantity).

Type in Full Name in Received By box, click save.

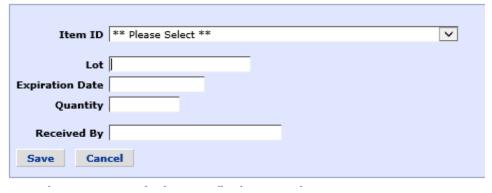
Note: when selecting the order# from the drop down list, DO NOT click on the GO button as well. There is a glitch that when both are clicked, ITEAMS will populate an error message: <u>Please contact your support</u> person with the following message; Invalid key value.



To check the status of an Order, click on the Tracking Number link (far right corner). ITEAMS will direct you to the LSO (Lone Star Overnight) website and will give you details of the shipping status.

optional

To manually add items into your inventory, use the "Add Line" button. Select the NDC/Item ID from the drop down list. Enter Lot#, Exp Date, Quantity in eaches, and enter Full Name in Received by box. This will add the items to your inventory.



TBVDOT Program Item Description	PHARM SHIP QTY	Special Instruction Box
AVELOX TAB 400MG 30	total pills	QTY, Patient ID#, (Sig)
AZITHROMYCIN 250MG 30	total pills	QTY, Patient ID#, (Sig)
CLARITHROMYCIN TAB 500MG 60	total pills	QTY, Patient ID#, (Sig)
CYCLOSERINE CAP 250MG 30 BLIST	total pills	QTY, Patient ID#, (Sig)
ETHAMBUTOL TAB 100MG 100	total pills	QTY, Patient ID#, (Sig)
ETHAMBUTOL TAB 400MG 100	total pills	QTY, Patient ID#, (Sig)
ISONIAZID TAB 100MG 100	total pills	QTY, Patient ID#, (Sig)
ISONIAZID TAB 300MG 100CT	total pills	QTY, Patient ID#, (Sig)
ISONIAZID TAB 300MG 30	total pills	QTY, Patient ID#, (Sig)
LEVOFLOXACIN TAB 250MG 50	total pills	QTY, Patient ID#, (Sig)
LEVOFLOXACIN TAB 500MG 50	total pills	QTY, Patient ID#, (Sig)
LEVOFLOXACIN TAB 750MG 20	total pills	QTY, Patient ID#, (Sig)
MOXIFLOXACIN TAB 400MG 30	total pills	QTY, Patient ID#, (Sig)
MYCOBUTIN CAP 150MG 100	total pills	QTY, Patient ID#, (Sig)
PRIFTIN TAB 150MG 32	total pills	QTY, Patient ID#, (Sig)
PYRAZINAMIDE TAB 500MG 60	total pills	QTY, Patient ID#, (Sig)
PYRAZINAMIDE TAB 500MG 90	total pills	QTY, Patient ID#, (Sig)
PYRAZINAMIDE TAB 500MG 100	total pills	QTY, Patient ID#, (Sig)
PYRAZINAMIDE TAB 500MG 500	total pills	QTY, Patient ID#, (Sig)
PYRIDOXINE TAB 25MG 100	total pills	QTY, Patient ID#, (Sig)
PYRIDOXINE TAB 50MG 100	total pills	QTY, Patient ID#, (Sig)
RIFAMPIN CAP 150MG 30	total pills	QTY, Patient ID#, (Sig)
RIFAMPIN CAP 300MG 60	total pills	QTY, Patient ID#, (Sig)
SULFAMETHOXAZOLE/TR 800 100	total pills	QTY, Patient ID#, (Sig)
TRECATOR TAB 250MG 100	total pills	QTY, Patient ID#, (Sig)
ZYVOX TAB 600MG 20	total pills	QTY, Patient ID#, (Sig)

^{***}for additional medications not listed, please contact the Pharmacy Branch***